

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an adjustment to the deadline for [specific project or task] that is currently due on [original deadline date]. Due to [brief explanation of circumstances], I am unable to meet the original deadline.

I kindly ask for an extension until [proposed new deadline] to ensure that I can deliver my best work. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]